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## STATEWIDE INTEROPERABILITY EXECUTIVE COUNCIL HOMELAND SECURITY

### *Meeting Minutes — June 24, 2004* **Gowen Field, Building 578**

#### **Members Present:**

- Chair R. Mark Lockwood, Idaho Chiefs of Police Association
- Vice-Chair Jerry Goetz, Federal Law Enforcement
- Bruce Allcott, Idaho Fire Chiefs Association
- Bob Burke, Idaho Dept. of Lands
- Michael Candelaria, U.S. Dept. of Interior
- R. Dan Charboneau, Idaho State Police
- John Cline, Idaho Bureau of Homeland Security
- John Elorrieta, Idaho Association of Counties
- Shana Munroe for Dia Gainor, Idaho Dept. of Health and Welfare
- Mary Halverson, Idaho Bureau of Homeland Security
- Jaime Herrera, Idaho Dept. of Correction
- Stephen Jenkins, National Interagency Fire Center
- R. Scott Reese, Association of Idaho Cities
- Scott Reinecker, Idaho Dept. of Fish and Game
- Stephen Southwick, Idaho Sheriffs Association

#### **Staff:**

- Dodie Collier, Project Manager, SIEC
- Debra Crawford, Administrative Assistant, SIEC

#### **Guests:**

- Rep. David Langhorst, Idaho House of Representatives
- Bill Kinney, Congressman Butch Otter's Office
- Stan Passey, Idaho State Police
- Kevin Young, Mountain West Communications
- Stephen Jones, Idaho State Police
- Les Shadduck, Ada County Sheriffs Office
- Matt Howarth, Motorola
- Keith Cook, Motorola
- Gordon Howell, Bannock County
- Nick North, ODP/ICTAP
- Lori Rodefer, ODP/ICTAP
- Bob Cagle, ODP/ICTAP
- Chet Hilliard, ODP/ICTAP
- Jim Forgy, ODP/ICTAP
- John Marabeas, ODP/ICTAP
- Tammy Ferguson, TenXsys
- Kit Eldredge, M/A-Com
- William Bishop, Idaho Bureau of Homeland Security



### **Welcome/Introductions—Chief R. Mark Lockwood, Chair**

Chair Lockwood called the meeting to order at 9:00 a.m. An attendance sheet was passed around to all members. Attendees introduced themselves.

### **Review and Approve Minutes—May 27, 2004 Meeting**

Corrections are as follows:

On page 4—The Technical Assessment Committee’s portion was forwarded to Collier for correction: “UHF” versus “VHF”.

On page 2—Outreach Committee Updates, paragraph 4, “The Governor provided a taped interview for the DVD...the Governor had previously provided the Council in November 2003.” November 2003 should read December 2003.

Motion made by Sheriff Southwick to accept minutes as corrected; seconded by Chief Allcott. Motion passed.

### **Resource Committee—Chief R. Mark Lockwood, Chair**

Chair Lockwood discussed the phenomenal amount of work the SIEC has accomplished in a short period of time. Chair Lockwood sent a one-page report to Governor Kempthorne on June 21. The report contained a synopsis of SIEC accomplishments month-by-month, pointed out what is available on the website, our relationships with other entities, and the instruments available for people to utilize.

Funding requests were discussed. The requests should include the assurance that the funding will be spent wisely and provide the components necessary for interoperability for this state. Chair Lockwood asked for volunteers to serve on a Resource Committee. Mayor Reese of the City of Blackfoot volunteered as chair, with Chief Allcott and Halverson also serving on the committee.

### **Technical Committee Updates—Jerry Goetz, Vice-Chair**

Chair Lockwood said several resolutions have been adopted, the first being the Project 25 (P25) standard for communications equipment within Idaho. Reference guidelines are now available to other state entities when applying for funding. Equipment for an in-place communication system can be purchased, but it is important that users are aware of the upcoming FCC mandates, so they should be available on the SIEC website. Jenkins discussed a technical resource, Steve German, who has been involved with the P25 system for the past eight years. He could provide assistance to the Technical Committee.

P25 and the definition of “compatibility compliant” were discussed. The Technical Committee has the responsibility to determine concrete questions with definitive answers on this issue. Cline will assist the Technical Committee in defining its direction. The committee will meet on July 2 at ISP’s Cafeteria Round Room.

Chair Lockwood said current repeater sites that provide minimum coverage or have been abandoned should be part of the assessment process to assist ICTAP in evaluating this area thru the engineering portion. If a user is planning to develop or rehabilitate an existing repeater site, the engineering consultants can provide guidance.

The assessment tool and its ability to pull together statewide data were discussed. The SIEC is deeply indebted to Bob Cagle and his staff for developing this tool. The assessment instrument was originally mailed out in hard copy; duplicates are now being eliminated to target the sole-source entity within the political jurisdictions. Collier will consolidate this information into a client list and make it available to ICTAP.



Herrera recommended a project management tool, Microsoft Project 2000, be utilized by the SIEC to identify all tasks and the time required to complete them. It would provide a road map for the Council. Chair Lockwood concurred that the benchmarks must be identified and asked Herrera to assist staff in this effort. This tool could be presented to the Council members at the next SIEC meeting.

Chief Allcott commented on a document that Charboneau distributed to the SIEC--"Requirements for Wireless Radio Interoperability." The website address is:

[http://www.safecomprogram.gov/files/PSCI\\_Statement\\_of\\_Requirements\\_v1\\_0.pdf](http://www.safecomprogram.gov/files/PSCI_Statement_of_Requirements_v1_0.pdf)

He strongly recommended the Council members review the document.

Charboneau discussed his concerns regarding challenges the SIEC will face in their mission of statewide interoperability. Chair Lockwood responded that the key component to this issue is the outreach efforts.

Bishop said that when an emergency occurs, there are a series of communications that must happen. During the last round of exercises, the current communications system was shown to be in need of improvement. Basically, the state's current communications system is getting in the way of efficient emergency response.

Cline noted that once the vision is established, it will be reviewed with the congressional delegation and the Governor, who are an integral part of the SIEC. Bishop said this effort must bridge all three levels of government to be successful. To accomplish this in a timely fashion will require more financial resources than what is available thru the ODP State Homeland Security equipment grant.

The Bureau of Homeland Security will cover the lunch fee for the Council and staff for today's meeting as well as in the future.

The SIEC 11-minute DVD, providing testimonials from statewide public safety responders, was presented. ICTAP generously provided 25 copies of the DVD in an expedient fashion. A copy was delivered to the Governor's Office earlier this week. Howell asked if the DVD was copyrighted, and Collier said she would check into this.

### **Outreach Committee Updates—Stan Passey**

Passey gave a PowerPoint presentation. He discussed the DVD, and the focus of outreach efforts. Chair Lockwood asked that a copy be distributed to each of the Council members and requested Collier look into the feasibility of distributing them statewide. Halverson discussed the need for local jurisdictions and first responders to receive copies, noting the Bureau of Homeland Security conference in Boise during the week of September 20, 2004. Sheriff Southwick discussed the possibility of a link to view the DVD from the SIEC website. Passey agreed the DVD could be put on the website. Cline emphasized the importance of providing the DVD to the public, who can become a force multiplier in influencing their local public officials.

Representative Langhorst discussed his concerns with funding and current budget realities. Federal money has driven this project to-date. Halverson said that local communities will look for the funding within their jurisdiction if they are excited about this project. Chair Lockwood said the assessment tool will provide an inventory of what resources are already available; costs may be more manageable. Until that assessment is finished, the Council cannot answer definitively on the funding issues. Representative Langhorst responded that the cities and counties will continue to pay for communications equipment; at issue is the P25 mandated equipment.

Cline discussed Idaho's federal funding, which will be reduced since the feds are now targeting the 120 largest urban areas and using a risk versus threat ratio. Match requirements will increase, and eventually

the environment of 100% federal funding will disappear.

Chief Allcott encouraged the use of representatives presenting the DVDs who can interact with the target group. Passey said this was the Outreach Committee's recommendation as well.

A slide showing ideas for the second generation was discussed (available on the SIEC website). Passey emphasized that the FCC is driving this program, which put a stay on the deadline for no longer licensing wide-band channels. Additionally, as of January 1, 2005, manufacturers can neither produce nor import wide-band equipment. Tasks include developing a cover letter for the SIEC pamphlet, developing opening and closing comments as a script for SIEC members hosting presentations, and completing the FAQs within the Technical Committee. Motorola provided a brochure on Project 25, which will be placed on the website as an informational item. Chair Lockwood challenged the members of the SIEC to bring issues and materials regarding the second generation to the next meeting for discussion with the Outreach Committee.

### **700 MHz Regional Planning Committee Update—Les Shadduck**

In the absence of Lt. Hamilton, Chair of the 700 MHz Regional Planning Committee, Shadduck presented an update to the Council. On June 21, the fourth draft of the 700 MHz Committee was issued, with the final changes due by the end of July. All the frequency coordination for the plan is done, and the 700 MHz Regional Planning Committee's Outreach Committee will send that plan to the adjacent states. The Region 12 RPC has also developed a 4.9 GHz plan. Copies of both the 4.9 GHz plan (first draft) and the 700 MHz plan (fourth draft) were distributed to the SIEC. The SIEC is drafting a letter of support that will accompany the 700 MHz Plan.

### **Engineering Study Request—Bob Cagle/ODP Group**

Cagle presented a slide program on the Interoperable Communications Technical Assistance Program (ICTAP), which included the ICTAP agenda, SIEC proposed feasibility study, ICTAP feasibility study plan, the 700 MHz backbone, draft schedule, feasibility study results, and items needed from the SIEC. Cagle told the SIEC that ICTAP has been solicited for assistance by other states. ICTAP efforts may be diverted, fortunately the SIEC has been well organized and has reached this point in the process. The funding requests for Idaho are currently awaiting approval. A work plan between the SIEC and ICTAP is being formulated and must be approved before work can begin. Cagle reviewed the 700 MHz microwave backbone currently in place, which contains 41 sites. ICTAP plans, in July, to begin a site survey on each site, along with modeling studies and ultimately a draft design recommendation to add 700 MHz capabilities. ICTAP's goal is to compile enough data so the SIEC can formulate its own long-term visions. Cline stated the urgency for implementing this since access to some of the existing 41 sites will not be possible during the winter. Cagle said he would forward their implementation schedule, which Collier can include in the master schedule.

Cagle asked the SIEC to notify ICTAP of any entity that is looking to purchase a system. ICTAP can then do a white paper on comparing that equipment to another product. Chair Lockwood emphasized the importance, when evaluating different points in the state, that the "A line" as well as the transition from VHF to UHF be considered as factors. ICTAP will not deal directly with local municipalities; they will be directed thru the Council.

Cagle discussed the questionnaires and offered ICTAP's assistance in gathering information when appropriate with the Council's authorization. When the forms are completed, ICTAP will require access to the SIEC database. In some of the high density areas, penetration studies may also be required.

Charboneau noted the microwave links along the state's borders. There is a microwave link that connects with Utah that is not shown on the graphic, and it is due to be operational within the next few months. He





asked if the questionnaires should be sent to jurisdictions along the boundaries of the bordering states. Shaddock noted the 700 MHz Regional Planning Committee requires a letter from each of our neighboring states to accompany their plan to the FCC. Chair Lockwood asked Collier to identify those jurisdictions to include in this study.

Chair Lockwood asked the Council if they were in concurrence with ICTAP's study as presented. Charbonneau supported the resolution; seconded by Southwick. The resolution passed unanimously.

### **Assessment Website Update—ODP Group**

John Marabeas, ODP/ICTAP's webmaster, presented the on-line SIEC Assessment Survey that will be ready June 25. Support for this website will be available to the state for another six to eight months. He noted that if users encounter questions or problems, the table of contents page offers Collier's contact information. It will be the SIEC's responsibility to determine the longevity and maintenance of the site. Chair Lockwood said the Dept. of Administration should be contacted about editing the site in the future.

There was discussion regarding inaccurate information being submitted on questionnaires. Chief Lockwood noted that if Collier has any questions regarding the data, she could phone the point of contact directly. Additionally, Sheriff Southwick said that when the database information is evaluated, it should be analyzed to determine if it's realistic. It should not require high-level computer skills.

Eldredge questioned the Council on the current availability of a database with contact information on the agencies the SIEC is targeting with this questionnaire. Chief Lockwood said nothing currently exists at the state level. *This data should not be considered public information, since it falls directly under homeland security issues.*

### **Other Business**

Chief Lockwood said in reviewing the minutes, he discovered a virtual library of quotes by Council members that could be utilized in outreach efforts. He requested the SIEC's approval in using these statements and assured the Council that quotes would not be used without their permission. There were no objections from the SIEC members.

Chair Lockwood distributed a 2004 event calendar and asked the Council to evaluate it and email Collier with changes or additions. The Idaho Sheriffs Association meeting planned for September 22-24, in conjunction with the Idaho Association of Counties, will be added. Bill Lynn is the contact for scheduling presentations. Rep. Langhorst inquired about holding the SIEC conference in conjunction with the legislative session in 2005. It was also discussed that combining an SIEC presentation with the Idaho Association of Counties conference would enhance credibility.

### **Planning for Next Meeting and Adjournment—Chair Lockwood**

Chair Lockwood called for a motion for dismissal; seconded by Vice-Chair Goetz. Motion passed.

The next SIEC meeting will be held at Gowen Field, Building 578, on July 22, 2004, from 9 am to 3 pm.